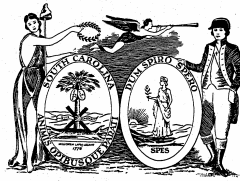


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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Human Resources Directors of All Agencies, Departments, Institutions, Boards,  
and Commissions

FROM: Samuel L. Wilkins, Director  
Office of Human Resources

DATE: November 15, 2007

SUBJECT: Grievance Fields on HRIS

The Office of Human Resources (OHR) recently evaluated the use of the grievance fields on the Human Resources Information System (HRIS) as it relates to grievance and appeal rights under the State Employee Grievance Procedure Act (Act). In studying the use of these fields by agencies, OHR noticed that in many instances information was not being entered into the fields. This information is important to both the agency and OHR in determining whether or not an individual has grievance and appeal rights when grievances or appeals are filed.

Currently, there are two fields on HRIS regarding grievance rights of employees. One field is noted as "SEPGA Covered" and the other field is entitled "EXEM GRV." The latter field was created in June 2003, to accommodate employees exempted by proviso from the State Employee Grievance Procedure Act. To streamline the entering of this data into HRIS, OHR is replacing the "SEPGA Covered" field and deleting the "EXEM GRV" field. Agencies currently using the "EXEM GRV" field will receive a report in the next few weeks to identify records the agency has already designated as exempt or non-exempt.

The new field on HRIS will be entitled "GRIEVANCE RIGHTS" and will replace the "SEPGA Covered" field. The new field will become a required field on **January 1, 2008**. When a change is made to an existing record on HRIS after January 1, 2008, this new field will have to be completed. This change will also allow agencies to review information currently entered into HRIS, regarding grievance rights, for accuracy. Agencies will have until June 30, 2008, to ensure that all employee records on HRIS, concerning the new grievance field, are completed.

Under the new "GRIEVANCE RIGHTS" field, agencies will have three character choices:

- **"F"** (for faculty) representing employees in higher education institutions covered under §8-17-380 of the SC Code of Laws and a Faculty Grievance Policy;

- “**N**” (for not covered) representing employees exempt from the Act, as listed in §8-17-370 of the SC Code of Laws, or in probationary status; and
- “**C**” (for covered) representing covered employees who have grievance and appeal rights as defined in §8-17-320 (7) of the SC Code of Laws.

The following list describes the characteristics of the new “GRIEVANCE RIGHTS” field and provides instructions for accessing the field to enter and maintain data.

- Title of field is **GRIEVANCE RIGHTS**.
- A one character field for input of **F** (Faculty), **N** (Not Covered), or **C** (Covered).
- Initially the field will be blank and require input.
- It will be a **Required Field** when entering data for the following actions:
  - Filled Vacancies
  - Reclassifications
  - Add New Positions
  - Employee Returning from Leave
  - Military Returning from Leave
  - Reinstate Employee
- This field can be updated by online entry or batch update.
- For your Information Technology department this field used to be the **SEGPA Covered** field and will not extend the length of the file.

In order to update this field online without performing one of the actions above, please follow these instructions:

*Under the Position Maintenance Menu you can identify the employee/position. Program PPPC – Position Correction will have the field GRIEVANCE RIGHTS on the second page under the PF5 key, which will require you to enter a F, N or C. Your help key for this field will provide a description of each letter.*

After June 30, 2008, a report of the new field will be added to the quarterly reports agencies currently receive from OHR. If you have any questions, please do not hesitate to call your Human Resources Consultant at (803) 737-0900.